PURPOSE OF THE RESUME

- **THE PURPOSE OF THE RESUME IS TO OBTAIN AN INTERVIEW!**

- **A RESUME IS A SALES DOCUMENT, PLAIN AND SIMPLE!**

- **JOB ACQUISITION IS THE RESULT OF HOW WELL YOU MARKET YOURSELF TO THE EMPLOYER.**

THE RESUME SHOULD HIGHLIGHT THE FOLLOWING AREAS:
- What you are seeking
- Your "Can-Do's"
- Your accomplishments
- Your work history
- Your education and training

"THE TEN SECOND SCAN"

Managers receive dozens – sometimes hundreds – of resumes each week. To eliminate the early losers, some managers use the "10 Second Scan". Here's how it works: The manager opens her morning mail and looks at the resumes. She gives each resume a ten second glance. Based on this ten-second glance, she'll toss each resume into one of two piles. The first pile is the "Sorry we have no openings" pile. The second pile is the "Gee, maybe I'd like to talk with this person" pile.

To get into the "Gee" pile, your resume must show that you can handle the job – and it must say so in ten seconds. The facts must jump from the page and grab the manager's eye. If the resume looks busy, cluttered, or confusing "Sorry" – she won't even bother to read it. So, give your resume a simple, clean, and inviting look.

"Job Hunting Handbook"
Harry S. Dahlstrom

Resume Tips

1. There is no universal resume format. There are only guidelines you should follow.
2. Present your objective in a manner that relates both to the company and the job description.
3. Final hiring decisions are rarely based upon resumes alone; however, the resume should be a concise, factual and positive listing of your education, employment history and accomplishments.
4. Be conscious of the continuity of your history. The reader will be looking for reasons to eliminate as many resumes as possible. Resumes with gaps of unaccountable time often reach the circular file.
5. Weigh your choice of words. Select strong action verbs, concrete nouns and positive modifiers for emphasis. Use concise phrases and clauses rather than complete sentences.
6. Test your resume for relevancy. The information included in your resume should either support your job or career objective directly, or support your character in general. If you have no definite purpose for including something, leave it out.
7. Try your resume out on someone who knows you and who will be objective in his or her opinion.
8. Keep a separate list of references and make them available only upon request.
9. Always send a cover letter on matching paper with specific reference to the company's need and your qualifications for the job. A personal letter is always best, so make an effort to get the name and title of the individual making the hiring decision.
10. Remember your resume is only a door opener. You want a personal interview.

Maricopa Workforce Connections

Top Twenty Pet Peeves With Resumes

Recently ResumeDoctor.com undertook the project of conducting a survey of over 2500 recruiters throughout the United States and Canada to find out their "Pet Peeves" with resumes. These recruiters stemmed from varied specialties and industries, (Engineering, Information Technology, Sales and Marketing, Executive, Biotech, Healthcare, Administrative, Finance, etc.)

1. Spelling errors, Typos and Poor Grammar

2. Too duty oriented – reads like a job description and fails to explain what the job seeker's accomplishments were and how they achieved them.

3. Dates not included, or inaccurate dates

4. Contact info – none or inaccurate, or unprofessional email addresses

5. Poor formatting – boxes, templates, tables, use of headers and footers

6. Functional Resumes as opposed to Chronological Resumes

7. Long resumes – more than 2 pages

8. Paragraphs – long blocks of words instead of bullet points

9. Unqualified candidates – applicants do not meet specified requirements

10. Personal info not relative to the job

11. Employer info not included and/or not telling the industry in which he /she worked

12. Lying, misleading - especially in terms of education, dates and inflated titles

13. Objectives of meaningless introductions

14. Font choice – poor choice or style, (Times New Roman or Arial preferred)

15. Resumes sent in .pdf, zip files, faxed, web page resumes

16. Pictures, graphics or URL links no recruiter will call up

17. No easy to follow summary

18. Resumes written in first (I did…) or third (he/she did…) person

19. Gaps in employment

20. Burying important info in the resume

HOW TO WRITE A RESUME

- A good resume cannot get you a job; but a bad resume can prevent you from getting the interview – and without the interview there's no chance getting the job.
- The new rules for better resumes start with the fact that there are fewer rules.
- There is an opportunity for some creativity, but not gimmicks.
- Remember what interests an employer for, let's say a budget management position, and may not interest the employer hiring a divisional controller.
- All resumes should be accurate and truthful, but each should highlight different strengths as they relate to the job opening.
- Always make sure the resume and the cover letter are error-free.
- Always rewrite a resume for a specific job with a specific company.
- Always keep a permanent file of your achievements, no matter how inconsequential they may appear to be.
- Always give each of your references a copy of your resume.
- Always send your resume by messenger or overnight mail if you're applying for a high salary level job – and you're reasonably convinced you fit the job specifications.
- Always re-read your resume before every interview –chances are the interviewer did just that too.
- Never give reasons for termination or leaving a job on the resume.
- Never use exact dates. Months and years are sufficient
- Never include your company phone number unless your immediate boss is aware of your departure.
- Never include your height, weight or remarks about your physical appearance or health.
- Never list your high school or grammar school if you're a college graduate.
- Never state your objectives on your resume unless the resume is targeted to that job or occupation.
- Never provide salary information on the resume. Save it for the interview. If you are required to give that information, reveal it in the cover letter.
- Never lie.

We wish you success.

(Excerpts by Robert Half: Founder of Robert Half International Inc.)